

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423200</u>
	SALARY RANGE: <u>(310) \$25055 - 26798</u>	REFERENCE POSITION NO.: <u>1235-10000-296</u>
	Department of Human Services	APPLICATION PERIOD: <u>4/7/05 - 4/13/05</u>
	Division/Section/Unit <u>Veterans Affairs</u>	GRACE PERIOD ENDS <u>4/16/2005</u>
	Assignment(s) / Comments <u>You Must Have Taken the Word Processing Typist Examination to be Considered</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Veterans Home, Bristol</u>
	Restrictions/Limitations: <u>Typing Proficiency of 40 Net WPM for 5 Minutes is Required</u>	
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u>      </u>
	Name of Bargaining Unit Union: <u>Council 94, Local 904</u>	
	There is <u>  </u> is not <u>  X  </u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	This position is responsible for typing work of a difficult and responsible nature involving medical dictations, medical orders, and other office work. This individual is usually working on a nursing floor and directly interacting with medical/nursing staff. The individual must be able to organize data, compose and type letters, maintain records and medical charts as well as answer telephones. Working knowledge of general office protocol for a medical setting is preferred. *** <b>List Pending - you must have taken the Word Processing Typist examination to be considered for this position.</b>	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	Graduation from high school including or supplemented by courses in typing; and employment performing typing and office tasks of a varied nature; or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Dept of Human Services/Office of Human Resources	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



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